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Accounts Payable in AppleWorks

Start 1988 with Accurate Payables Records Using this Database Template (Not Only for Businesses)

Even if you don't use AppleWorks to manage your business, you can benefit from a well-run payables system to help with your expenses and regular payments. But if you're in business, you know the importance of tracking payables accurately for the company's survival.

Here's a way to use AppleWorks to help stay on top of your payables. The system has been tried and tested here at Sage Productions for our own record keeping; and it has single-handedly caught discrepancies in billings from our suppliers, saving hundreds of dollars.

Like any Payables system, this one is invoice based. In other words, all records in the database relate to some invoice from some vendor. So it's important that your vendors provide you with adequate invoices for every purchase you make on terms. No invoice, no payment. With that in mind, here's what the system will do:

- Record and account for all bills to be paid.
- List all bills due at a given time and totals.
- Track all payments made on an invoice and calculate remaining balances.
- Allow for credits applied or reveal overpayments.
- Total all discounts available for prompt payment.
- Provide history reports based on particular vendors or months.
- List all outstanding invoices.
- Provide an activity report based on General Ledger accounts.

Like many databases, this one uses an established way of entering data to help provide the reports.

Building the Database

Begin by starting a new database from scratch using the categories shown in Figure 1. Press Escape when finished and proceed to the data entry screens. Now use the Open Apple - L command with its various options to rearrange the categories as shown in Figure 2.

Press Escape to return to the en-

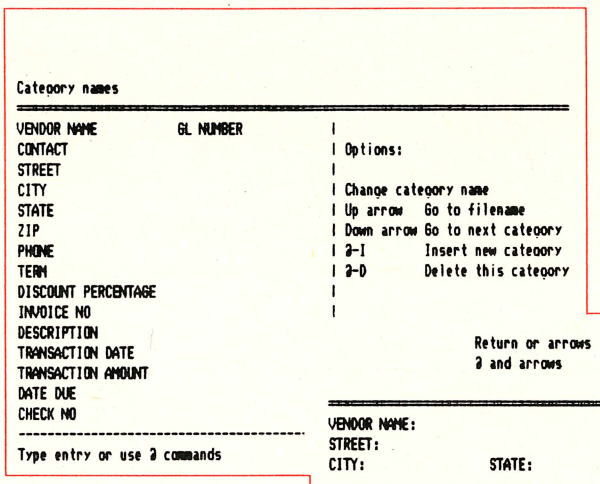

Figure 1: Begin a new database with these categories.

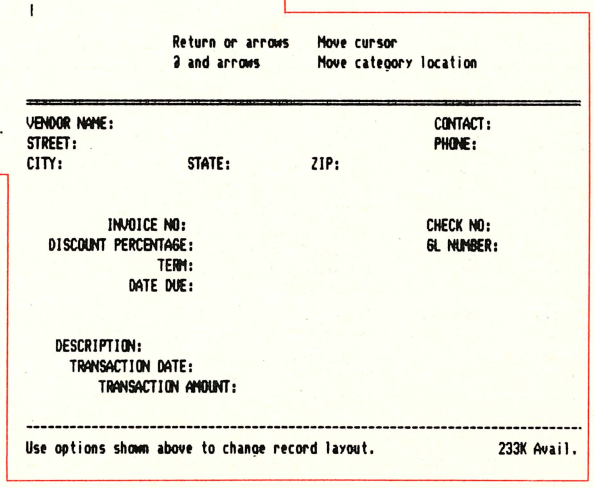

Figure 2: Rearrange the categories using Open Apple - L as shown here.

try screen when finished with the layout changes. When prompted, select *Left to right, top to bottom* as the cursor path.

Now we'll arrange the layout of the multiple record view. Press Open Apple - Z to move to the Multiple Record Layout then Open Apple - L to change the layout. Begin by removing the following fields with Open Apple - D:

VENDOR NAME
CONTACT
STREET
CITY
STATE
ZIP
PHONE
DATE DUE
CHECK NO.

Now alter the column widths and positions of the remaining categories to match Figure 3.

Entering the Data

You're now ready to enter data into the database. The way data is entered is very important to the quality of the records and reports.

The first thing to remember is that each transaction must create a new entry into the database. When you get a bill, you enter it into a database record; when you make a payment on a bill, you enter another record into the database; if you're issued a credit, it's still another record. This way, you'll end up with several records relating to the same invoice -- and even more records relating to the same vendor.

Entering Bills

When entering a bill that must be paid by your company, fill in all the information about the company. Next, enter the invoice number of the bill. One important entry technique is to create a unique key word for each of your suppliers (vendors). This key word will be added to their invoice number and will allow you to sort the data more efficiently. For example, suppose you purchase building supplies from "ACME Builders, Inc." You might use simply the letters ACME as a key word to preface their invoice numbers. Their invoice number "23508-A2" would be entered like this:

ACME-23508-A2

Skip the category called CHECK NO. and move to the next category to enter any discount offered by the supplier. For example, if they offer "2/10 net 30", enter ".02" into the DISCOUNT PERCENTAGE category (that's the decimal value of 2%). The "10" portion goes into the TERM category and the "net 30" is handled by the date entered in the DATE DUE category.

The GL NUMBER category gets the account number associated with the bill you're entering. Establishing account numbers is a function of your General Ledger program -- not this receivables database; so use the same numbers from your general ledger. If you don't have account numbers established, consult your financial advisor.

NOTE: Sage Productions offers a General Ledger template for AppleWorks in the AppleWorks Tools Catalog. It's item number 501 and costs $24.95 for subscribers.

Type a complete description of the entry into the DESCRIPTION category; indicate that this is a bill entry. Enter the amount of the bill in the TRANS. AMOUNT category. Figure 4 shows a completed bill entry.

Entering Payments

When entering a payment, do not enter the name and address data, this goes into the invoice records only. Since payments directly apply to bills, enter the invoice number of the bill you are paying into the INVOICE NO category. Be sure to append the vendor code you used from before. Also make sure that this bill has first been entered into the database before applying payments to it.

Selection: All records

INVOICE NO	GL NUMBER	DESCRIPTION	TRANSACTION	TRANSACTION AMO	D
ACME-5698	3100	INV RECEIVED	Oct 27 87	184.00	-
ACME-5698	3100	PAYMENT(DEPOSIT)	Oct 19 87	-60.36	-
ACME-5698	3100	PAYMENT	Nov 21 87	-123.64	-
ACME-5698	3500	PAYMENT(DEPOSIT)	Oct 19 87	-600.00	-
ACME-5698	3500	PAYMENT(DEPOSIT)	Oct 19 87	-39.64	-
ACME-5698	3500	INV RECEIVED	Oct 27 87	639.64	-
ACME-5741R	3100	PAYMENT(DEPOSIT)	Oct 29 87	-444.80	-
ACME-5741R	3100	INV RECEIVED(REVIS	Nov 20 87	444.80	-
ACME-5741R	3601	PAYMENT(DEPOSIT)	Oct 29 87	-155.20	-
ACME-5741R	3601	INV RECEIVED(REVIS	Nov 20 87	310.85	-
ACME-5741R	3601	PAYMENT	Nov 21 87	-155.65	-
ACME-5820	3100	INV RECEIVED	Dec 12 87	1356.75	-
ACME-5820	3100	PAYMENT(DEPOSIT)	Nov 20 87	-1375.00	-
ACME-5820	3500	INV RECEIVED	Dec 12 87	402.00	-
PYTHON-2414	3401	INV RECEIVED	Sep 28 87	65.95	-

Type entry or use ⌘ commands ⌘-? for Help

Figure 3: The Multiple Record Layout after adjustments with Open Apple - L.

Selection: All records

Record 37 of 38

VENDOR NAME: ZIP SERVICES CONTACT: FRED
STREET: 9090 LOCUST AVE PHONE: -
CITY: PASADENA STATE: CA ZIP: 91050

INVOICE NO: ZIP-139466 CHECK NO: -
DISCOUNT PERCENTAGE: .02 GL NUMBER: 3500
TERM: 30
DATE DUE: Nov 8 87

DESCRIPTION: INV RECEIVED
TRANSACTION DATE: Oct 8 87
TRANSACTION AMOUNT: 36.48

Type entry or use ⌘ commands ⌘-? for Help

Figure 4: Completed entry for a bill.

Several items will be skipped when entering payments. Besides name and address information, don't enter information into these categories:

DISCOUNT PERCENTAGE
TERM
BILL DUE

Be sure to enter the check number into the CHECK NO category and the code number into the GL NUMBER category (this will be the same GL number that applied to the bill). The DESCRIPTION category should indicate that this is a payment record and the TRANSACTION DATE is the date of payment (that is, the date on the check). Enter the amount you are paying as a negative number in the TRANSACTION AMOUNT category. **BE SURE THAT YOU ENTER PAYMENTS AS NEGATIVE NUMBERS!**

Each new payment you make on the bill should get a separate record. This way, you might have several payments applying to a single bill -- and each one will be recorded.

Applying Credits

There are two types of credits that might apply in this system. One is when you pre-pay vendors for their products or services and the other is when you overpay them.

Prepayments are fairly easy. Just enter them like regular payments, but make sure you indicate in the DESCRIPTION that they are actually in advance of a bill being entered. This way, status reports will not appear out of balance. Since the bill might not come in for some time, you'll need some indication that the negative balance is temporary and accurate. Normally, a negative balance on a bill indicates an overpayment and should be called to your attention right away. This will become more clear when we build the reports later.

Since there is no invoice at the time you enter the prepayment, enter the vendor code plus the word DEPOSIT into the INVOICE NO category (e.g., ACME-DEPOSIT). Later, when the bill arrives, you can change this to the appropriate invoice number and the reports will be in balance thereafter.

Sometimes vendors will store credit from overpayments, rather than sending a refund. This can apply when you prepay a bill, since prepayments are often estimated. If a credit occurs on a bill and you wish to apply the credit to another bill, here's how you do it. First, find out the exact amount of the credit using the report shown later in this article. Next, enter a new record containing the invoice number of the over-paid bill, the GL number and the credit amount as a positive number. **BE SURE TO ENTER THE CREDIT AMOUNT AS A POSITIVE NUMBER.** Enter the words CREDIT ENTRY in the CHECK NO category and enter an adequate description indicating that this entry is adjusting the balance due to a credit.

Next, enter a new record containing this same credit amount as if the amount were a deposit. Enter the amount as a negative number and the word ACME-DEPOSIT in the INVOICE NO category as described earlier. When you apply this deposit to the next bill, change the word DEPOSIT to the appropriate invoice number from the vendor. It will be treated like a payment on the new invoice.

```
Group totals on: INVOICE NO
═══════════════════════════════════════════════════════════════════════════
--) or (--  Move cursor                    a-J  Right justify this category
 )  a  (    Switch category positions     a-K  Define a calculated category
--) a (--   Change column width           a-N  Change report name and/or title
a-A  Arrange (sort) on this category      a-O  Printer options
a-D  Delete this category                 a-P  Print the report
a-G  Add/remove group totals              a-R  Change record selection rules
a-I  Insert a prev. deleted category      a-T  Add/remove category totals
---------------------------------------------------------------------------
  VENDOR              INVOICE NO.    DESCRIPTION                 DESCRIPTION                    $$
D VENDOR NAME           INVOICE NO     DESCRIPTION          TRANSACTION D TRANSACT   TOTAL DI   L
- -B-------------------- -C---------- -D------------------- -E---------- -F------ -G------   e
  ACME BUILDERS, INC.   ACME-5698     INV RECEIVED         Oct 27 87    99999.99   99999.99   n
                        ACME-5698     PAYMENT(DEPOSIT)     Oct 19 87    99999.99   99999.99   1
                        ACME-5698     PAYMENT              Nov 21 87    99999.99   99999.99   1
                                                                        ========               6
---------------------------------------------------------------------------
Use options shown above to change report format                    233K Avail.
```

Figure 5: Categories in INVOICE Status Report.

Printing Reports

The most useful report you can print with this data is a listing of activity on each invoice, including any balance due amounts.

Begin a new tables-style report then remove these categories from the layout screen:

CONTACT
STREET
CITY
STATE
ZIP
PHONE
TERM
DUE DATE
CHECK NO
GL NUMBER

Now arrange the remaining categories as shown in Figure 5. Notice that some of the column widths have been enlarged or reduced. The first column, which is only one character wide, contains the discount percentage category. Column G, Total Discounts, is a calculated field. Add this field by moving to the right edge of the page and typing Open Apple - K. When asked for a formula for this category, enter:

A*F (Discount Percentage X Total)

Using AppleWorks with Memory Expansion (Part 3)

This is the third part of our series on using AppleWorks with memory expansion. Last issue we discussed some ProDOS basics. First, we copied BASIC. SYSTEM and a new version of ProDOS onto our AppleWorks startup disk. Because ProDOS automatically "launches" the system file (that is any file ending in .SYSTEM) that appears first on the disk directory, we rearranged the order of the system files on the Startup disk so that BASIC .SYSTEM came before APLWORKS.SYSTEM. This way, the AppleWorks Startup disk will boot up to BASIC without going straight into AppleWorks.

We then used the file called Prodrive (Applied Engineering) or Multidrive.Pro (Checkmate) to install a RAM disk. After installing the RAM disk, we used a copy program to copy both the AppleWorks Startup and Program disks to the RAM disk. We then ran AppleWorks from RAM by invoking the APLWORKS.SYSTEM file that was copied to /RAM.

Although we used the expansion products to expand AppleWorks, AppleWorks was still not recognizing the RAM disk. So we used the program called Partition (Applied Engineering) or MD.PRO.CUSTOM (back side of Checkmate disk) to customize the size of the RAM disk. The Applied Engineering program altered AppleWorks once more so that it recognized the Ram disk (there must be something in the RAM disk first). The Checkmate program installed two RAM disks, one called /RAM and another called /MRAM. AppleWorks recognizes the one called /MRAM.

If you made it that far, consider yourself well off. You can now copy AppleWorks to the RAM disk and run it from RAM, or you can simply use the RAM disk as another disk drive. Either way, AppleWorks will store and retrieve files from the RAM disk just like any other disk.

REMEMBER: Each time you start the computer, you have to do the following:

1. Get to basic by booting the AppleWorks startup disk.
2. Insert the expansion disk (back side for Checkmate) and run either Prodrive or MultiDrive.Pro.
3. Use a copy program such as the Filer program, Copy II, or System Utilities to copy desired files to the new RAM disk. If you copy AppleWorks be sure to copy both the Startup and Program disks.
4. Run AppleWorks from the RAM disk by typing
   -/RAM/APLWORKS.SYSTEM
   or
   -/MRAM/APLWORKS.SYSTEM

So far we have not discussed the use of add-on products, such as the Pinpoint Accessories or the Time Out applications. Also remember that it's best to install special patches, like those we've shown in recent issues, before even enhancing AppleWorks with the desktop expander. Since patches often cause problems for other patches, we also recommend not applying any miscellaneous patches until you're sure AppleWorks is working properly with your expander and hardware.

The Next Step

The next step is to make the four steps described for starting up with RAM a lot easier to perform. In fact, we'll try to turn them into one single step.

Simplifying the startup process involves expanding on the STARTUP program we wrote last issue. The next few sections will show you how to alter the STARTUP program for various kinds of automation. But the first thing to do is place a copy of the Prodrive (Applied Engineering) or MultiDrive.Pro (Checkmate) program onto your AppleWorks Startup disk. Do this with any copy program.

Using Automatic Copy Programs

Although it's fairly easy to copy desired files and programs to the RAM disk using a copy program such as Copy II Plus, both Applied Engineering and Checkmate provide handy copy programs that can be used to automate the process. If you have Applied Engineering software, copy the program called AUTOCOPYto your AppleWorks Startup disk where the other AE tools are. If you have Checkmate's software, copy the two files COPY.ALL and COPY.ALL.OBJ to the Startup disk. If you have a 3.5-inch drive, you'll find it more convenient to copy both the AppleWorks Startup and Program disks to one disk.

If you do not have a 3.5-inch drive, you will have the opportu-

nity to change the disk.

Now, with all the necessary files on your AppleWorks Startup disk, get to BASIC and enter the STARTUP program listed in Figure 1.

To test the program, simply shut down the computer and restart with your AppleWorks Startup disk in the drive.

Applied Engineering

Applied Engineering's Autocopy program will ask you for the name of the disk you want to copy to RAM. You can repeat the program to copy several disks to RAM (assuming there's room in RAM). You can copy your AppleWorks Startup and Program disks plus any add-on products, such as the Time Out applications.

NOTE: We'll discuss the use of add-on programs with RAM disks in a future article. For now, remember that you often have to specify the location of your accessories or applications; if you copy them to a RAM disk, you'll have to update that specification accordingly.

Remember that the Autocopy program copies everything on the disk you specify. If you want to control the files that get copied to RAM disk, set up a special disk that holds just those files.

The last step is to make a minor alteration to the Autocopy program. First, get to BASIC and type the information shown in Figure 2.

Checkmate

Checkmate's COPY.ALL program does not automatically give you the option of switching disks or copying more than one disk's contents into RAM; it copies the files from the disk that contains the COPY.ALL program. If you're using a 3.5-inch disk, this won't be a problem, since you can fit as much as you'll need onto one disk. You should have all AppleWorks files, a fresh version of ProDOS, the BASIC .SYSTEM file, and three files from your checkmate expansion disk:

```
COPY.ALL
COPY.ALL.OBJ
MULTIDRIVE.PRO.
```

Now you can make a few simple changes to the COPY.ALL program to fit your needs. First, get to BASIC. Now type:

```
PR#3
LOAD COPY.ALL
LIST 1000-2000
```

Now compare your screen to one of the two versions of Figure 3. If you see any differences, type in the line as it appears in the figure. Just begin typing on your screen. Type all of the lines that are different, then type:

```
SAVE COPY.ALL
```

That's it! You can now restart your computer with the AppleWorks Startup disk in the drive and the rest will take care of itself. Just choose one of the four options on the menu.

```
NEW

1 HOME : PRINT CHR$(4)"PR#3": PRINT : PRINT : PRINT
2 PRINT "1. SETUP RAM DISK": PRINT "2. SETUP RAM DISK & RUN AUTOCOPY"
   : PRINT "3. RUN APPLEWORKS FROM RAM": PRINT "4. EXIT TO BASIC"
4 GET A$: IF A$ = "1" THEN GOTO 10
6 IF A$="2" THEN GOTO 15
8 IF A$="3" THEN GOTO 30: IF A$="4" THEN GOTO 40
9 END
10 PRINT CHR$(4);"-PRODRIVE"
11 HOME : GOTO 1
12 END
15 PRINT CHR$(4);"-PRODRIVE"
20 PRINT CHR$(4);"-AUTOCOPY"
30 PRINT CHR$(4);"-/RAM/APLWORKS.SYSTEM
40 HOME: END

SAVE STARTUP
```

Figure 1: This is the STARTUP program to add to the AppleWorks Startup disk. First get to BASIC then type this exactly as shown.

```
10 PRINT CHR$(4);"-MULTIDRIVE.PRO"
15 PRINT CHR$(4);"-MULTIDRIVE.PRO"
20 PRINT CHR$(4);"-COPY.ALL"
30 PRINT CHR$(4);"-/MRAM/APLWORKS.SYSTEM"
```

Checkmate users substitute these lines.

```
LOAD AUTOCOPY

1860 HOME : VTAB 13 : HTAB 30 : PRINT "COPY COMPLETE" : VTAB 23
1870 PRINT CHR$(4);"-BASIC.SYSTEM"

SAVE AUTOCOPY
```

Figure 2: Make these changes to the Autocopy program so that it returns to the STARTUP program when finished. This way, your system will be completely automatic.

Using the Program

To use the STARTUP program, make sure you have the necessary files on the AppleWorks Startup disk (if you have a 3.5-inch disk, the Startup disk is also the Program disk). These files will include:

PRODOS
Copy a new ProDOS file from your System Utilities or from any Beagle Bros disk.

BASIC.SYSTEM
This comes from your System Utilities disk.

ALL APPLEWORKS FILES FROM STARTUP DISK

ALL APPLEWORKS FILES FROM PROGRAM DISK
5.25-inch disk users will keep these files on the Program disk.

PRODRIVE
for AE users.

AUTOCOPY
for AE users.

MULTIDRIVE.PRO
for Checkmate users.

COPY.ALL
for Checkmate users.

COPY.ALL.OBJ
for Checkmate users.

STARTUP
This is the program from Figure 1 of this article.

ADD-ON APPLICATIONS OR ACCESSORIES

Now simply start your computer with the AppleWorks Startup disk in the drive. You will see the menu presented in Figure 4. The first option is for installing the RAM disk without using the automatic copy routine. You might want this option if you have other reasons for using RAM disks.

The second option is the main AppleWorks pre-boot routine. It automatically configures your RAM disk and then runs the automatic copy routine. If you're a Checkmate user, it will completely copy the disk and return to this menu. If you're an Applied Engineering user, you have to type the name of the disk you want copied, which is probably the /APPLEWORKS disk.

```
1010 YES = 1:NO = 0
1020 LOOP = NO: REM NO= load only 1 disk; YES= load multiple disks
1030 SWAP = NO: REM NO- stay with this disk; YES= allow a disk swap
1040 ALL = YES: REM YES= copy all files (except those to skip)
1050 SLOT=6: REM SLOT where source disk will be
1060 DRIVE = 1: REM drive where source disk will be
1070 SKIP = 4: REM number of files to skip
1080 MAX = 0: REM number of files to specifically copy
1090 TURNKEY = YES: REM NO= exit to basic; YES= exit to your program
1100 TURNKEY$ = "BASIC.SYSTEM": REM put the name of your program here
2000 REM
```

Figure 3a: FOR 3.5-INCH DISKS. Alter the COPY.ALL program to look like this. Make sure you have all necessary files on your 3.5-inch disk.

```
1010 YES = 1:NO = 0
1020 LOOP = YES: REM NO= load only 1 disk; YES= load multiple disks
1030 SWAP = YES: REM NO- stay with this disk; YES= allow a disk swap
1040 ALL = YES: REM YES= copy all files (except those to skip)
1050 SLOT=6: REM SLOT where source disk will be
1060 DRIVE = 1: REM drive where source disk will be
1070 SKIP = 4: REM number of files to skip
1080 MAX = 0: REM number of files to specifically copy
1090 TURNKEY = YES: REM NO= exit to basic; YES= exit to your program
1100 TURNKEY$ = "BASIC.SYSTEM": REM put the name of your program here
2000 REM
```

Figure 3b: FOR 5.25-INCH DRIVES. Alter the COPY.ALL program to look like this. Make sure you swap disks at the appropriate times when prompted.

```
1. SETUP RAM DISK
2. SETUP RAM DISK & RUN AUTOCOPY
3. RUN APPLEWORKS FROM RAM
4. EXIT TO BASIC
```

Figure 4: This is the menu provided by the STARTUP program from Figure 1. Use this disk as your permanent boot disk.

The third option can be used only after using the second option. This is for starting AppleWorks from RAM. You'll be amazed how fast AppleWorks starts up.

The last option is for returning to BASIC. From BASIC you can use the BYE command (especially useful if you have a copy of ProDOS from a Beagle Bros disk) or you can enter any other BASIC or ProDOS command.

Next Month

Next month we promise to cover the Apple brand memory cards and show how to configure a RAM disk with them. After that, we'll discuss the use of the Time Out and Pinpoint enhancements with RAM.

Quick Slot & Drive Lesson: *If you are using an Apple IIc, your internal drive is Slot 6, Drive 1 and your external drive is Slot 5, Drive 1. If you are using a IIe, the drive that boots the computer is most likely Slot 6, Drive 1 and any other drive is Slot 5, Drive 1. If you have "chained" a second drive to the back of the first drive, the first drive is Slot 6, Drive 1 and the second drive is Slot 6, Drive 2.*

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Tips & Tricks

Tips & Tricks & Tips & Tricks

Two Helpful Macros Using Ultra Macros & Desktools!

Since our review of the Desktools package last issue, we've come up with some handy uses for its features. This month we have two great macros that use the Time Out Ultra Macros package and the Time Out Desktools package. Since speed is part of the reason for using macros, we recommend that you run the required Desktools applications from RAM or RAM disk. This will significantly speed the operation of the macros and make them even more impressive.

Calculating Two Categories Inside the Database

If you took a poll of AppleWorks users to discover the most wanted feature for AppleWorks, one of the hottest items on the list would be the ability to calculate information inside individual database records and have the results displayed in a category of the record.

We've discussed ways of working around the limitation by using calculated categories in reports and merging them back into a database (see AppleWorks Journal Issue 1-1). But if you own Ultra Macros and Desktools from Beagle Bros, you can accomplish the task as it should be accomplished -- quickly and automatically, without leaving the database.

The macro, in brief, works like this: Starting at the category that will contain the result of the calculation, it moves to the first of two categories to be added. It reads the number contained in the category into a temporary string then moves to the second category and reads that number into another string. (The term *string* is used here to mean a storage location for several characters.) After moving back to the "home" category, the macro then brings up the Desktools Calculator and enters the two numbers into the calculator with the desired operator between them (that is, plus, minus, multiply, divide). Finally, using the ENT feature of the Calculator, the result is automatically placed back into the database.

The complete macro and the database for which it was created are shown in Figure 1. Only minor alterations are required to customize the macro for your own database. We'll describe those alterations later.

First, build a database exactly like the one shown in the Figure. This is a very simple example with only a few categories. Next, enter the macro into the word processor and compile it using the Ultra Macros compiler.

Return to the database and begin entering information into a record, place a number in each of the two AMOUNT categories, then stop and leave the cursor on the TOTAL category.

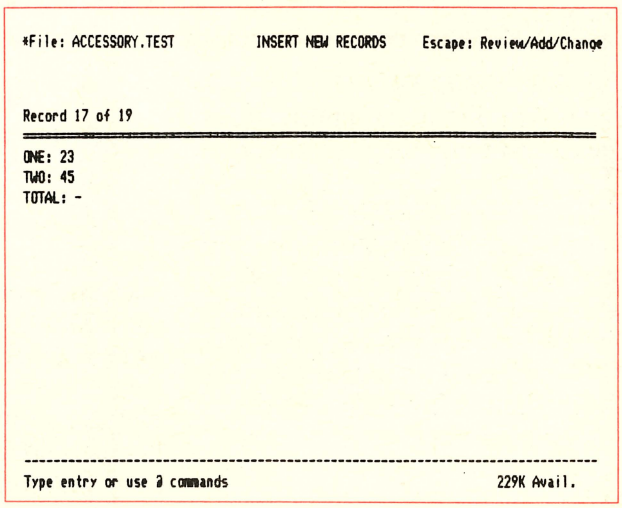


Figure 1: This is the database that goes with the macro shown below for calculating categories.

Begin with the cursor on the TOTAL category.

```
B:(ALL : $2="": $3="" : UP UP $2 = CELL :RTN:$3 = CELL: RTN
: $0 = "CALCULATOR" : OA-ESC FIND RTN : PRINT $2)+(PRINT $3
: RTN)E0!
```

To automatically get the total of the first two numbers, simply press Solid Apple - B. Soon the result will appear in the TOTAL category. That's it.

What the Macro is Doing

Here is a brief description of each stage of the macro shown on the previous page.

B: <ALL :
This part establishes Solid Apple- B as the macro key and allows it to work in all modules.

$2="" : $3=""
This part clears the values of strings 2 and 3. This is important since the macr will be repeated over and over.

UP UP $2 = CELL: RTN :
Moves up to the first number category and reads its value into string "2". Moves down to the next cell.

$3=CELL : RTN :
Reads this category's value into string "3" then moves to the Total category.

$0 = "CALCULATOR" :
Sets the contents of string "0" to the word "Calculator". This will allow the Find command to locate the Calculator on the Time Out menu list.

OA-ESC FIND RTN :
Enters the Time Out applications menu and finds the Calculator.

PRINT $2>+<PRINT $3 : RTN>
With the Calculator on the screen, this part of the macro prints the two string values (which contain the two numbers to be added) with a plus sign between them. The RTN command adds the numbers.

EO!
Invokes the Calculator's ENT command then the OFF command. The ENT command causes the result of the calculation to be displayed in the database category.

```
| Pg: 1          Note Pad                |
|3100   BUILDING MATERIALS               |
|3101   BUILDING MATERIALS (KING)        |
|3200   CONTRACTED SERVICES              |
|3400   CASUAL LABOR                     |
|3500   POSTAGE                          |
|4100   INCOME FOR SUBCONTRACTS          |
|4200   INCOME FOR PLANNING              |
|4300   INCOME FOR CONSULTING            |
|4400   INCOME FROM SALES OF ITEM #200   |
```

Figure 2: Sample Notes file.

```
A:(ALL :$0 ="NOTE PAD" : OA-ESC FIND RTN :
OA-N)R(OA-Y)/MACROS(RTN)N.NOTES(RTN: INPUT READ READ READ
READ ESC SA-0)!
```

Figure 3:
Macro for automating a list of items using Desktools Notepad.

Automated Item Location Macro

That's the best description we could come up with for this macro. What it does is let you store items in a list that can be presented at any time. When you select an item in the "pop-up" list, it will automatically appear at the location of the cursor.

For example, suppose you are using the database for tracking your company's payables, using the system shown in the cover story this month. One of the items required by that system is the account number associated with the amount due. For example, your "building supplies" account might have the code 1301. Every check you write to ACME Lumber should be marked with that code number to indicate that it applies to account 1301.

With a lot of accounts, it would be difficult to remember them all, so our list location macro will take care of storing the account number for us. The macro requires Ultra Macros and the Desktools Notepad.

First, enter all your list items into a new notepad. You may take as many pages in the pad as needed to hold all the information. Now save this notepad to disk using the Notepad's Open Apple - N command. Let's assume for this example that the disk containing the notes is called /NOTES and the notes have the name LIST.NOTES. Figure 2 shows an example of a set of notes.

The rest is controlled by the macro. Just move to the cell into which you want the code, then press Solid Apple - A. The macro brings up the notepad and selects the appropriate set of notes from the disk /NOTES. It then awaits your command. Simply locate the desired item anywhere in the list and place the cursor on the first character in the item, then press Return.

The macro reads the item into the Macro "0" storage area, exits the Notepad and places the stored information into the database at the location of the cursor.

The macro is shown in Figure 3. To alter it for your own application, you'll need to substitute the appropriate names of your notes file and the disk it's on. Also, alter the number of "READ" statements to match the number of characters in the code you are reading. Our example has four "READ" statements because the code numbers are four digits long.

What the Macro is Doing

Here is an explanation of each step in the previous macro:

A: <ALL :
Sets the macro key to be Solid Apple - A and allows it to work in any of the modules.

$0="NOTE PAD" :
Sets the temporary string "0" to contain the words NOTE PAD.

OA-ESC FIND RTN :
Calls up the Time Out menu and searches for the name of the application that is stored in string "0". Since we set that value, we know it will find the Notepad. After finding the Notepad, RTN brings it to the screen.

OA-N>R<OA-Y>/NOTES <RTN>LIST.NOTES<RTN:
Invokes the Notepad's Open Apple - N command which lets you select any existing pad, then specifies the disk /NOTES and the pad called LIST.NOTES.

INPUT READ READ READ READ

After selecting the desired pad, this part of the macro awaits your input. This is where you move to the desired item on the pad. Once you press Return, the macro reads the first four characters at the cursor position into string "0".

ESC SA-0
Leaves the Notpad and issues the Solid Apple - 0 command which dumps the contents of the string "0".

Use this macro in any document requiring notes.

Payables System

Continued from page 67...

This gives you the dollar amount of the discount you are entitled to take. Notice that the TRANSACTION AMOUNT category (column F) has been totaled with the Open Apple - T command and that group totals have been placed on the INVOICE NO category by moving to it and pressing Open Apple - G. Finally, before printing this report, make sure that the data is sorted by invoice number using the Open Apple - A command. When printed, the report should look like Figure 6. Notice that your entire payables total is printed at the end of the report in the TRANSACTION AMOUNT column. Any negative subtotal in the amount column indicates an overpayment or credit. Normally these will be zero, indicating that the bill has been paid.

If you want to view the report for any given month (that is, the "month end" report for any past month), simply set the record selection rules to something like the following:

```
TRANSACTION DATE is before Dec 31 87
```

You'll end up with all transactions up to the date you specified. If you don't specify any rules, you'll get all transactions up to the current date. Rules are set with the Open Apple - R command.

Another report you might want to print is a listing of all activity in the GL accounts for any given month end. Figure 7 shows what this report looks like in the setup.

Column G is added using the Open Apple - K command as described earlier. It contains the same calculation as the previous report. Notice that columns F and G are totalled and that a group total has been placed on the GL NUMBER category. Make sure you sort the database by this category before printing. The result will look like Figure 8.

Experiment with other reports for your records. Use the reports to supplement your financial statements; they will give you a lot of information about your payables.

```
--------------------------------------------------------------------------------

D INVOICE NO      GL NUMBER     DESCRIPTION TRANSACTION TRANSACT    TOTAL DISC
- -B-------------- -C---------- -D--------- -E--------- -F------    -G--------
  SMITH-DEPOSIT                PAYMENT(DEP Dec 10 87   99999.99    9999999.99
  SMITH-DEPOSIT                CREDIT APPL Oct 21 87   99999.99    9999999.99
  ACME-5698       3100         INV RECEIVE Oct 27 87   99999.99    9999999.99
                                                       ========    ==========

--------------------------------------------------------------------------------- More --->
Use options shown above to change report format
```

Figure 7: Setup for General Ledger Report.

VENDOR	INVOICE NO.	DESCRIPTION	$$		
ACME BUILDERS, INC.	ACME-5698	INV RECEIVED		Oct 27 87	184.00
	ACME-5698	PAYMENT(DEPOSIT)		Oct 19 87	-60.36
	ACME-5698	PAYMENT		Nov 21 87	-123.64
	ACME-5698	PAYMENT(DEPOSIT)		Oct 19 87	-600.00
	ACME-5698	PAYMENT(DEPOSIT)		Oct 19 87	-39.64
ACME BUILDERS, INC	ACME-5698	INV RECEIVED		Oct 27 87	639.64
	ACME-5741R	PAYMENT(DEPOSIT)		Oct 29 87	-444.00
ACME BUILDERS, INC	ACME-5741R	INV RECEIVED(REVISED VERSION)		Nov 20 87	444.00
	ACME-5741R	PAYMENT(DEPOSIT)		Oct 29 87	-155.20
ACME BUILDERS, INC	ACME-5741R	INV RECEIVED(REVISED VERSION)		Nov 20 87	310.85
	ACME-5741R	PAYMENT		Nov 21 87	-155.65
					.00
SMITH & SMITH	SMITH-3953	INV RECEIVED		Sep 23 87	1398.00
	SMITH-3953	PAYMENT		Nov 18 87	-23.00
					.00
	SMITH-4004	PAYMENT (DEPOSIT)		Sep 16 87	-225.00
	SMITH-4004	BALANCING FOR OVERPAY (SEE INV. 409		Oct 2 87	45.43
SMITH & SMITH	SMITH-4004	INV RECEIVED		Oct 2 87	134.75
SMITH & SMITH	SMITH-4004	INV RECEIVED		Oct 2 87	42.82
					-.00
	SMITH-4092	PAYMENT(DEPOSIT)		Sep 30 87	-450.00
SMITH & SMITH	SMITH-4092	INV RECEIVED		Oct 21 87	519.82
	SMITH-4092	PAYMENT		Nov 18 87	-24.39
ALLSTATES MAILING SVC	SMITH-4092	INV RECEIVED		Oct 21 87	67.50
					112.93
	SMITH-DEPOSIT	CREDIT APPLIED FROM INV. 4004		Oct 21 87	-45.43
					-45.43
ZIP SERVICES	ZIP-139466	INV RECEIVED		Oct 8 87	36.48
					36.48
ZIP SERVICES	ZIP-139499	INV RECEIVED		Oct 15 87	23.68
					23.68
					-553.16#

Figure 5: Report showing status of Invoices.

D INVOICE NO	GL NUMBER	DESCRIPTION	TRANSACTION	TRANSACT	TOTAL DISC
SMITH-DEPOSIT		CREDIT APPL	Oct 21 87	-45.43	0.00
				-45.43	
ACME-5698	3100	INV RECEIVE	Oct 27 87	184.00	
ACME-5698	3100	PAYMENT(DEP	Oct 19 87	-60.36	0.00
ACME-5698	3100	PAYMENT	Nov 21 87	-123.64	0.00
ACME-5741R	3100	PAYMENT(DEP	Oct 29 87	-444.00	0.00
ACME-5741R	3100	INV RECEIVE	Nov 20 87	444.00	
ACME-5820	3100	PAYMENT(DEP	Nov 20 87	-1375.00	0.00
				-1375.00	
SMITH-3856	3101	INV RECEIVE	Aug 29 87	564.00	
SMITH-4004	3101	PAYMENT (DE	Sep 16 87	-225.00	0.00
SMITH-4004	3101	BALANCING F	Oct 2 87	45.43	
SMITH-4004	3101	INV RECEIVE	Oct 2 87	134.75	
SMITH-4092	3101	PAYMENT(DEP	Sep 30 87	-450.00	0.00
SMITH-4092	3101	INV RECEIVE	Oct 21 87	519.82	
SMITH-4092	3101	PAYMENT	Nov 18 87	-24.39	0.00
				567.49	
SMITH-3953	3200	INV RECEIVE	Sep 23 87	219.01	
SMITH-3953	3200	PAYMENT	Nov 18 87	-219.01	0.00
SMITH-3953	3200	PAYMENT	Sep 14 87	-1375.00	0.00
SMITH-3953	3200	INV RECEIVE	Sep 23 87	1398.00	
SMITH-3953	3200	PAYMENT	Nov 18 87	-23.00	0.00
				.00	
SMITH-4004	3500	INV RECEIVE	Oct 2 87	42.82	
SMITH-4092	3500	INV RECEIVE	Oct 21 87	67.50	
ZIP-139466	3500	INV RECEIVE	Oct 8 87	36.48	.73
ZIP-139499	3500	INV RECEIVE	Oct 15 87	23.68	
				299.78	.73
ACME-5741R	3601	PAYMENT(DEP	Oct 29 87	-155.20	0.00
ACME-5741R	3601	INV RECEIVE	Nov 20 87	310.85	
ACME-5741R	3601	PAYMENT	Nov 21 87	-155.65	0.00
				.00	
				-553.16#	.73#

Figure 8: Report showing status of GL accounts.

Letters

Insert & Overstrike Cursors

When AppleWorks boots up, the default cursor is the "insert" cursor. Those of us who are less than perfect typists find ourselves making corrections and pushing text all over the screen. With all the patches now being done to AppleWorks, can anyone come up with a patch that would make the overstrike cursor the default. I know many people who would find this desirable.

Rich Brossman
Bay Village, Ohio

As we often find true, you can use a macro to accomplish this task instead of a patch. Both Super MacroWorks and Ultra Macros have the ability to create "auto-startup" macros. These macros will automatically run themselves when you start AppleWorks.

Ultra Macros calls these Task files. Simply use the Macro Options to create a new Task file containing this macro as the first macro in the file:

A: <all : rtn : rtn : oa-e>!

When you use this task file as a startup for AppleWorks, this macro will automatically change the cursor to the overstrike cursor. Refer to the Ultra Macros manual for details on compiling and running task files.

Super MacroWorks is a bit different. First, use this macro as the first in the file:

A: <all><rtn><rtn><oa-e>!

Next, boot the Super MacroWorks disk and compile the macro set with the *Compile* option. This compiled set will be the auto-startup set the next time you boot AppleWorks.

Selecting a Group of Records for Mail Merge

Certificate Maker has a feature that lets me mark database records with an asterisk that are to be used for mail merge. These selected records can be sent to the clipboard for merging with my word processor document. Why doesn't AppleWorks have such a feature. It seems to be more work to delete unwanted records from the database to save the few desired merge records.

Del Conkright
Port Austin, Michigan

It's easy to forget about record selection when using the Mail Merge features of AppleWorks 2.0. You can use an extra category in the database to hold the asterisk and, when entering records, place the asterisk in records that will be used for mail merge. You can also enter the asterisks later in the Multiple Record Layout (Open Apple - Z) if the extra category is in proper position on the screen.

After you design a new tables report (Open Apple - P) containing the desired categories to be merged, use the Open Apple - R command to select only those records containing an asterisk in the extra category. Finally, print the report *To the Clipboard for mail merge*.

When you print the word processor document that contains the desired mail merge tokens (place the tokens with the Open Apple-O command using the *MM* option), only the selected records will appear. Since record selection rules are stored with your report layouts, you will not have to specify them again -- even if you add more records containing asterisks.

No "Margin" for Error

This is in reference to the article "Odd Things About Word Processor Margins" on pages 22 and 23 of Issue 1-2. You explain that the default platen width setting on word processor documents is 8.0 inches, while paper is typically 8.5 inches wide.

The solution is not to print misleading information such as that which appears in your article! You should have instead told people to change the platen width to 8.5 inches at the beginning of every word processor document. Don't you realize that there is a very simple solution to this "bug" in AppleWorks? Why didn't you mention this instead of confusing people by this misinformation? (By the way, this letter was printed using a platen width of 8.5 inches and you can see that both of the margins are exactly 1.0 inch!)

Name withheld to
avoid embarrassment!

(Some people get so bent out of shape!) Perhaps we did not adequately explain the point we were making. The article was not meant to imply that you cannot accurately measure the left and right margins. Indeed, as you suggest, if you set the platen width to 8.5, then a one-inch setting will produce a one-inch margin.

But that does not mean you can access the extra 1/2-inch. Have you tried printing into each and every column on the page -- that is, ALL 85 COLUMNS? Try this by setting your Platen Width to 8.5 and your margins to zero! The vast majority of people will find it impossible to get characters to print into the extra 1/4-inch on each side of the page (depending on how the paper is positioned in the printer).

On our 8-inch Imagewriter printers, the text breaks at 80 columns and overprints back on the left side of the same line. In other words, you end up with garbage on the left side of the page. We have heard that some printers handle this problem differently; some will advance the paper before printing the remaining 1/2-inch of text.

Our wide-carriage Imagewriter printer (15-inch platen) is the only one we've found that actually handles this properly. We *can* get 85 columns of text on each line. If any of our readers has an 8-inch printer that can handle this...we'd like to hear from you.

SEG.PR Not In Memory

I am using AppleWorks 2.0 on a IIgs with a one-meg Apple Memory Card. AppleWorks loads completely to memory from a 3.5-inch drive with blinding speed; all but the printing commands (SEG.PR). Consequently, printing involves lots of annoying disk swapping. Having only one drive, I know that I could name all my data disks "AppleWorks" and put SEG.PR on each of them, but that strategy would make using the new "Finder" desktop difficult since it does not allow more than one disk with the same name on the desktop at the same time. I don't really need a second 3.5-inch drive and would like to avoid purchasing one. Isn't there some way to patch AppleWorks so that it loads SEG.PR to memory?

Bart Grossman
Albany, California

Even if you have two drives, you'll want SEG.PR in memory simply because it takes longer for AppleWorks to access a disk than to access memory. The best way to get around the problem is to install a RAM disk and copy AppleWorks to it; then run AppleWorks from RAM disk. All segments will be on the RAM disk and your operation speed is fast.

A Drive of a Different Color

Have you heard any ideas for changing my 3.5 Unidisk drive into the regular Apple 3.5-inch drive. There should be a circuit that could be disconnected or something.

Frank Satterwhite
Foster City, California

We have a few old drives of our own that we've been wanting to upgrade. The older 800k disk drives from Apple were not interchangeable between Macintosh and Apple IIgs. The new drives can be swapped between the machines. We have the old Mac drives that we want to use on our IIgs computers. We roamed around the MacWorld Expo this month looking for an answer to the question, "isn't there an upgrade available?"

Apple said there is no such thing. But knowing Apple is anything but the last word on Apple hardware, we consulted with at least a dozen related companies. Only one source claimed that there was a way to convert the drives, but they didn't know how.

If any of our readers have information about upgrading 3.5-inch drives, please write in.

Fixing Text Positions in Mail Merge

Using mail merge to write checks, I cannot get Payee and Amount on the same line of the document with the Amount category in a fixed position on the line. It shifts left and right depending on the number of characters in the Payee category.

My solution was to add a special character exactly 35 spaces from the first character of the Payee entry, for example:

PAYEE: Virginia Power /

This is located in a desired position so as not to interfere with any entry in the category. Natrurally, each record must be treated in exactly the same way, making the Payee entries appear to be the same length. Is there a better way to overcome this problem?

Donald MacLeod
Kilmarnock, Virginia

For better or for worse, yours is the best solution to the problem. AppleWorks has no simple way of fixing the position of a mail merge category when other categories on the same line fluctuate in length. But we have some suggestions for making the data entry easier.

First, insert several blank records into the database. Do this by in-

serting a record with Open Apple- I then holding down the carriage return until you add several blank records.

Next, go into the Multiple Record Layout and fill the first empty record with only the marker character in exactly the right position. Finally, use the ditto command (Open Apple - ") to fill the remaining blank records with the same information.

Now, when you want to add a record, use one of these "blank" records containing the spacers. Be sure that your cursor is in the Edit mode (flashing block, not flashing line) when you fill in the blanks. That way, you won't disturb the position of the marker character. The figure below shows the blank records with the spacer characters in place after the ditto command.

```
File: FIXED POSITION          REVIEW/ADD/CHANGE

Selection: All records

ONE          TWO          THREE
=============================================
             /  -           -
             /  -           -
             /  -           -
             /  -           -
             /  -           -
```

Repairing Files

Are you aware of a method to recover AppleWorks data files from a disk that has failed?

James M. Maddry
Martinez, Georgia

Quality Software publishes a product called *Bag of Tricks*. This product, for $39.95, has some tools for repairing disks and files. Check your local dealer for details.

Number 1 Entry So Far...

In Issue 1-2 of the Journal, we asked for responses to a challenge. The challenge was to produce a macro that takes a block of information off the clipboard and pastes it into a spreadsheet without altering the existing data. We presented a macro that copies a block of information *to* the clipboard from a spreadsheet and asked for the "copy *from*" macro to complete the set.

The best entry so far is from Bob Urschel of Valparaiso, Indiana, who sent his "copy from" macro in Ultra Macros format:

```
F:<ALL OA-9 DOWN>"&&<RTN
DOWN OA-M>F<MSG 'MOVE TO
THE BEGINNING OF BLOCK THEN
PRESS RETURN' : INPUT MSG " " :
OA-C RTN INPUT RTN INPUT RTN
RTN OA-1 OA-F>T<OA-Y>&&
<RTN OA-D RTN OA-9 RTN>!
```

The macro removes data from the clipboard and places it in either a row or column selected. Bob also gave us the Ultra Macros version of our "copy to" macro:

```
T:<ALL OA-9 DOWN>"&&<RTN
OA-1 MSG 'MOVE TO BEGINNING
OF BLOCK THEN PRESS RETURN'
: INPUT OA-C RTN MSG " " :
INPUT RTN OA-9 DOWN RTN OA-
F>T<OA-Y>&&<RTN OA-D RTN
RTN OA-M>T<OA-9 RTN>!
```

Together, these two macros provide copy and paste capabilities for blocks of information in a spreadsheeet.

We promised to send prizes to the first 20 entries to this contest and a $100 certificate to the best entry. We haven't received 20 yet but of those we've received, the above entry is the best. We'll wait one more month for somebody to top this one.

RAM Disks

Continued from page 70...

Brief Comparison

Those of you who have not purchased RAM expansion and are considering either Applied Engineering or Checkmate, might be interested in our article series since it provides a basic comparison of features and interface.

Here are a few strong points about Applied Engineering's expanders:

- They are the most widely used of all. This provides a certain degree of support.
- AE's manuals are clearly written and easy to follow.
- AE provides a printer buffer option for AppleWorks users.
- They require only one simple RAM disk for use with AppleWorks; using Checkmate's products, you'll need both /RAM and /MRAM.

Two serious problems with AE expanders:

- AE has a policy of disabling their expansion software when used with non-AE hardware. This makes it difficult for users who have more than one computer with different brands of memory.
- The new 2.0 expander requires that you pause between the startup and program disks to configure various options. This is meaningless if you use a 5.25-inch drive because you have to pause anyway; but if you have AppleWorks on a 3.5-inch drive, you might want to patch AppleWorks so that the pause is eliminated. If you use this expander, however, you have to put up with the pause or you lose the ability to configure the options. We've published a patch that eliminates the pause in Issue 1-3.

Here are a few advantages to Checkmate's products:

- Checkmate's COPY.ALL program is faster than AE's Autocopy program.
- The COPY.ALL program does not copy information in subdirectories -- so you can place files in subdirectories when you don't want them copied to RAM. It has other features, too.
- The COPY.ALL program is easily reconfigured for various system setups.
- The RAM disk customization program, MD.PRO.CUSTOM, provides helpful details about the amount of RAM you'll see in various places.

Some negatives on Checkmate:

RAM disk use with AppleWorks requires that you have a virtually useless / RAM in addition to the /MRAM.
- The manuals are really bad!
- The expander software adds an additional step before starting AppleWorks.

These are the finer points about the two products. Before purchasing, compare the more significant points, such as price, maximum expansion quantities, expansion levels of AppleWorks, support policies, and so on.

Review Briefs: AppleWorks Training

A Set of Five Video Courses for AppleWorks and a Training / Template package.

Videoware Productions, Inc. is the creator of an extensive video training course in AppleWorks. Consisting of five tapes and printed support materials, the course proves to the most comprehensive way to learn AppleWorks for beginners.

The tapes are entitled AppleWorks Overview, Word Processor, Database, Spreadsheet, and Troubleshooting. Each is about 1/2 hour to 45 minutes long.

The tapes are designed for real beginners, taking them slowly through the basic tools in each module. If you've used AppleWorks at all, you'll probably find the lessons a bit slow and rudimentary, but a beginner needs that kind of simple instruction.

The Overview covers the basics of AppleWorks and goes into each of the three modules briefly. Some viewers might find this tape all they need to get started.

The Troubleshooting tape gives details about AppleWorks memory limitations, desktop space, printing page numbers in the word processor, database layouts, and spreadsheet formulas. It also covers some of the basic problems in AppleWorks, such as printer setup.

Optional printed materials are available for each of the tapes. These materials repeat the coursework given in the tapes, using "viewgraphs" of the screens shown. These are probably most useful as an immediate follow up to viewing each tape for classroom instruction.

Overall, the tapes are very well produced. Videoware Productions obviously knows how to put a video training tape together. The speaker is easy to follow and very comfortable with the lessons. The production quality is top notch.

The course itself is geared to classroom use -- in its approach, in the level of instruction, and in the cost. Each tape is $49.95 and each set of printed materials is $19.95. The complete package, consisting of five tapes and five sections of support materials in a binder is $199.95.

The company offers site licensing and multiple copy discounts. A site license allows additional tapes for an attractive 75% off. Unfortunately, they have no support line and their phone number is unlisted, so we were unable to discover their policies on classroom viewing.

Videoware Productions, Inc.
8100 Cambridge #75
Houston, TX 77054

Price: $199.95

HelpWorks

HelpWorks is a 318-page printed guide to AppleWorks. It comes in a binder and contains 120 sample files and templates.

The templates do not relate to the lessons given in the instruction, they are provided as additional tools for your use. Most of the templates are simple files for a wide range of uses, such as special spreadsheet functions, inventory databases, teacher gradebooks, checkbook registers, and more. The files do not come with documentation, but the publisher offers printed instructions for "a small fee." Most of them are

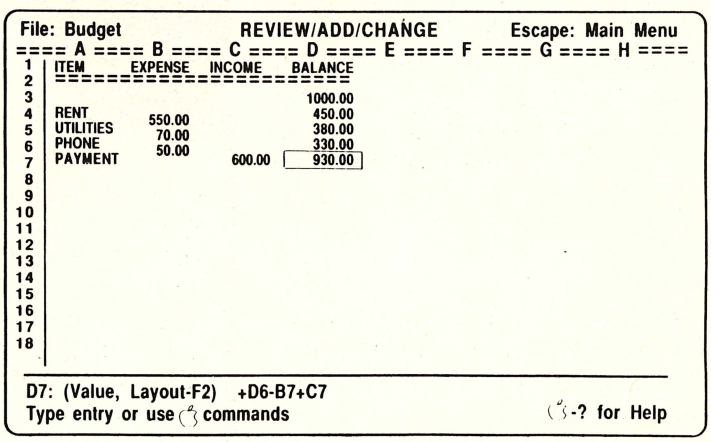


Figure 1: the video training supplements provide viewgraphs of the lessons on tape.

©1987 Videoware

simple enough to use without instructions.

The guide book is well designed. It starts out with an introduction to using AppleWorks, including the various concerns using different hardware, a discussion of the clipboard and a list of the universal AppleWorks commands.

The three modules are described from the beginning to intermediate use and there are chapters on spreadsheet design and data movement between modules.

The publishers offer the package as a teaching tool for educators since it contains tutorial-style examples and templates on disk. But, essentially, the package is little more than a well-structured AppleWorks book with two disks full of templates. Like the video training package, we recommend this product primarily for schools.

HelpWorks
HelpWorks Software Corporation
Box 2913
Lubbock, TX 79408
(806) 796-8495

Price: $39.95

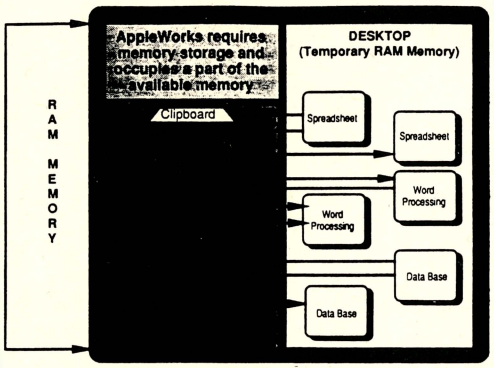
Shown top is a screen from the Payroll template on one of the example disks.

Shown below is a page from the HelpWorks book describing the clipboard.

File: SS.PAYROLL REVIEW/ADD/CHANGE Escape

EMPLOYEE	EMPLOYEE NUMBER	DEP.	S/M	CURRENT WAGE	MISC. DEDUC.	MISC. DEDUC.
BARRERA, LARRY	452757433	2	2	550.00	0.00	0.00
BANYON, ALFONSE	459734158	4	1	0.00	0.00	0.00
BRYANT, TIMOTHY	480601688	0	2	750.00	0.00	0.00
CHARLTSON, HAM	461740611	3	2	564.00	0.00	0.00
	495	0	1	0.00	0.00	0.00
	637	2	2	600.00	0.00	0.00
	411	2	2	550.00	0.00	0.00
	813	2	2	750.00	0.00	0.00
	269	3	2	418.00	0.00	0.00
		0	1		0.00	0.00

The AppleWorks ClipBoard



Carol Matthews' book: *AppleWorks Made Easy*, an excellent book on AppleWorks basics has been out in its second edition for several months now.

$18.95...Osborne McGraw-Hill

Books

Some second editions of popular AppleWorks books have been appearing lately; usually, the new editions incorporate AppleWorks 2.0 issues.

Charlie Rubin's book: *AppleWorks, Boosting Your Business with Integrated Software,* is out in its second edition. It includes chapters on Mail Merge with version 2.0 and updated information throughout.

$18.95...MicroSoft Press

Robert Ericson's book: *AppleWorks Tips & Techniques* in in its second edition. Robert also has a disk available to accompany the book.

$19.95...Sybex

Did You Know...

Calculated Categories

Did you know that you cannot use up to four fields in a database in calculations? Calculated categories in a database report use column headings to identify categories to be calculated. These column headings are automatically applied as letters from A to Z. Of course there are only 26 letters in the alphabet and you can have up to 30 categories in the database. If you have 30 categories, the last four will not have letter headings as shown in the figure. To calculate these categories, you'll have to move them to the left until they take the place of a field with a letter heading.

--) or (-- Move cursor
) ⌘ (Switch category positions
--) ⌘ (-- Change column width
⌘-A Arrange (sort) on this category
⌘-D Delete this category
⌘-G Add/remove group totals
⌘-I Insert a prev. deleted category
⌘-J Right justify this cate
⌘-K Define a calculated cat
⌘-N Change report name and/
⌘-O Printer options
⌘-P Print the report
⌘-R Change record selection
⌘-T Add/remove category tot

21 22 23 24 25 26 27 28 29 30 Cal
-U- -V---- -W---- -X---- -Y---- -Z---- ------ ------ ------ ------ ---
999
999
999

(--- More
Type calculation rules (Example: A+B+C/3.75):

News Random

WE'RE CLEARING OUT THE LETTERS FILE! In a coming issue of the Journal, we'll be including a special supplement containing many of the letters we've received but have not answered in the Journal. There are several reasons why a particular letter does not get into the Journal, but it's usually either because there is not enough information to recreate the problem or to even figure out what the problem *is*, or because the problem is too specific to be of value to other subscribers. Well, coming soon, we'll be collecting up and answering these letters. We'll even include some of the humorous responses we get to our subscription offers and such.

CLARIS CORP. has reinstated the AppleWorks upgrade to version 2.0. Claris' upgrade is exactly like the Apple upgrade except the product comes in the new Claris packaging. Oh, and it costs $75 instead of $50. You can order your upgrade forms by phone by calling:

1 800 544-8554

Claris is planning a new version (2.1) but it may be some time before it's out. Our editors had a chance to meet with Claris management during the MacWorld conference in late January. We'll have an overview of their plans in the next issue of the Journal.

TEACHING TECHNOLOGIES of San Luis Obispo, California has developed an AppleWorks database that actually controls a laserdisk, allowing it to locate thousands of images from the video disk. The database stores the locations of each image and then finds any image for you. It uses macro technology to connect to the laserdisk player and will soon be available for a number of educational laserdisks. The system requires expanded memory for the databases which contain over 6000 entries.

Teaching Technologies
(805) 541-3100

LAST MONTH we anticipated the conflict that Apple will feel when the Apple II is able to perform full desktop publishing features, including printing to the Laserwriter. Well, we've already seen their approach to the problem. Their going to try to dictate the direction of the Apple II and Macintosh by forcing false images down our throats. Their calling Desktop Publishing "Home Publishing" when it's done with an Apple II. Also, their going to de-emphasize the Apple II line in higher education, pushing it into the K-12 market only. As Apple II users, we can be thankful for our devoted third party developers, like Applied Engineering, PBI, Springboard, Beagle Bros, Pinpoint, and all the others. It's they who will make the Apple II rival other technology, whether Apple likes it or not.

THIS MONTH'S DISK is number 7. It includes the Payables system from the cover story, the STARTUP program in BASIC from the memory article, the two macros from the Tips & Tricks, and, since there was no disk last month, this month's includes the task management system from last issue.

Remember, the disks 1 through 7 accompany articles from the issues, so it's important that you have a copy of the issue containing the original article. Back issues are available individually or in bound volumes. Subscribers can still get the volumes for half-off, making them only $11 each. Disks are $5 each. Be sure to specify disk #7 when ordering this month's disk.

THE NEW DESKTOP PUBLISHING NEWSLETTER is available to Journal subscribers at a special rate. See the Inside front cover for more details.

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About the Journal

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To avoid confusion, we use a few conventions when referring to AppleWorks commands and options. Commands refer only to those keystrokes that include the Open Apple key and options refer to menu choices or choices listed at the bottom of the screen as the result of typing a command. Options are always listed in italics, as in:

...now print the file *to disk*.

Spreadsheet cells are shown along with the name of the cell, as in:

A1: +C34*5

Key presses that are not commands are capitalized, such as in Return, Escape, and Down Arrow. Macros are shown in the format of the macro language being used in the example. We use the term *category* in place of the more common term, *field* because the AppleWorks manual uses category.

Authors

Contributors to the AppleWorks Journal vary from issue to issue. Bylines accompany articles only occasionally. We often research or prepare articles on the suggestions of our readers. Feel free to ask our assistance on any AppleWorks problem.

Letters

Send your comments or questions for the Letters section to the Editor at the address listed above. Be sure to specify exactly what hardware you are using and your version of AppleWorks.

Christopher Van Buren, Editor & Publisher
Trudy Totty, Editorial Assistant
Patty Lee, Circulation & Fulfillment
John Slack, Contributor

More Patches

Boldface Print Throughout Your Document

The print options Boldface, Underline, Subscript and Superscript have the annoying trait of being shut off at the end of a line or paragraph in the word processor. To keep boldface print throughout your document requires that you enter the Boldface Begin option at each paragraph in the document.

We've listed some alternatives to this problem, such as using the spreadsheet to setup your print feature by printing a blank document with the desired codes active and then returning to the word processor to print. Another alternative is to use a custom printer setup to issue Boldface Begin but not Boldface End (that is, do not give the printer a code for Boldface End, only Boldface Begin).

Both of these solutions have their drawbacks. But now, Alan Bird has provided a patch that will permanently fix the word processor options so they do not shut off until you turn them off.

Here's what to enter from the BASIC prompt:

```
BLOAD SEG.M1,T$00,A$2400,
  L$1000,B$871B

POKE 12574,44
POKE12579,44
POKE12550,44
POKE 12555,44

BSAVE SEG.M1,T$00,A$2400,
  L$1000,B$871B
```

Printing to Disk

In issue 1-1 of the AppleWorks Journal, we discussed the way AppleWorks 2.0 handles ASCII files on disk (see Letters "The End of the Line" page 10). Version 2.0 adds carriage returns to the ends of lines whenever you print to disk or save a files as a text file on disk. Normally this is good for data transfer within AppleWorks but it causes problems when sending files via modem.

Our solution was to keep an older copy of AppleWorks handy for times when you don't want the carriage returns. Older versions do not add the carriage returns automatically.

Well, if you don't have an older version of AppleWorks, you might want to use this patch from Alan Bird. If you do have one, we suggest not using this patch since you will no longer have the option of adding the carriage returns when you want them.

```
BLOAD SEG.M1,T$00,A$2400,
  L$1000,B$871B

POKE 10044,8
POKE 10045,68
POKE 10046,105
POKE 10047,115
POKE 10048,107
POKE 10049,32
POKE 10050,101
POKE 10051,114
POKE 10052,114
POKE 10053,173
POKE 10054,24
POKE 10055,41
POKE 10056,240
POKE 10057,15
POKE 10058,173
POKE 10059,144
POKE 10060,40
POKE 10061,208
POKE 10062,7
POKE 10063,169
POKE 10064,1
POKE 10065,32
POKE 10066,226
POKE 10067,55
POKE 10068,81
POKE 10069,38
POKE 10070,76
POKE 10071,69
POKE 10072,49
POKE 10073,173
POKE 10074,34
POKE 10075,41
POKE 10076,76
POKE 10077,41
POKE 10078,49

POKE 12582,76
POKE 12583,69
POKE 12584,39

POKE 9888,13
POKE 9889,14
POKE 9890,41
POKE 9891,208
POKE 9892,3
POKE 9893,76
POKE 9894,100
POKE 9895,49
POKE 9896,173
POKE 9897,24
POKE 9898,41
POKE 9899,240
POKE 9901,32
POKE 9902,254
POKE 9903,41
POKE 9904,96

POKE 12637,76
POKE 12638,160
POKE 12639,38

POKE 9870,22

BSAVE SEG.M1,T$00,
A$2400,L$1000,B$871B
```

Patch Mania Update

Randy Brandt has some update information for Patch Mania users (see review in issue 1-3 of the Journal). A small bug causes problems with dates containing only a single digit, such as 1/5/88. Here's how to fix the bug if you already have Patch Mania: First, get to the BASIC prompt then type:

```
LOAD PM.ASYS
LIST 380

380 IF A$ = "4" THEN B(3) = 240 -
  B(3): POKE (10052 + LD),B(3):
  POKE(10053 +LD),68 - PEEK
  (10053 + LD)

SAVE PM.ASYS
```

Randy also warns about using the patch that automatically answers "Yes" at all Yes/No prompts in AppleWorks. Apparently it answers yes in the find and replace commands (Open Apple - F and Open Apple - R) and renders the commands useless.